

Schedule 31-11

AGRICULTURE DEPARTMENT WEIGHTS & MEASURES

FEBRUARY 22, 1996

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	31-11
	AGENCY, BOARD OR COMMISSION
	DEPARTMENT OF AGRICULTURE
	DIVISION, BUREAU OR OTHER UNIT
	Weights and Measures
	Supersedes Edition of August 17, 1990

PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	<i>Sharon Kahn</i>
TITLE	<i>Records Officer</i>
DATE	<i>1-23-96</i>

PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	<i>Andrew I. P.</i>
STATE ARCHIVIST	DATE <i>Feb. 13, 1996</i>

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	<i>[Signature]</i>
ADMINISTRATOR	DATE <i>2-22-96</i>

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 31-11 – AGRICULTURE DEPARTMENT-WEIGHTS & MEASURES DIVISION

31-11-1 LAB INSPECTION FEE INVOICES

Record of fees charged for calibrating test weights and devices for service companies.

Dispose of after 2 years provided audit has been completed.¹

31-11-1-1 RECORDING SHEET FOR WEIGHING--WEIGHTS AND MEASURES LABORATORY

Includes description of weight or measure tested and results of test.

Dispose of after 5 years.

31-11-2 DEVICE REREGISTRATION FORMS FOR COMMERCIAL WEIGHING AND MEASURING DEVICES

Registration forms of all weighing and measuring devices registered with the Department of Agriculture.

Dispose of 2 years after expiration of registration provided audit has been completed.¹

31-11-3 VOLUNTARY REGISTRATION OF SERVICE AGENCIES

Registration of service companies and personnel which repair weighing and measuring devices.

Dispose of after expiration of registration provided audit has been completed.¹

31-11-4 REGISTRATION - MASTER BLUE BOOK, REPORT OF

Various reports of registrations of weighing and measuring devices.

ORIGINAL RECORD: Dispose of after 2 years provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to security storage; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 5 years.

31-11-5 TEST REPORTS

Includes Small and Large Scale Test Reports, Pump and Meter Test Reports, etc.

Dispose of after 2 years.

31-11-6 TRACTOR TEST FILES

Includes detailed data from the University Tractor Testing Board of Engineers Commission, and copies of permits sent to tractor manufacturers.

Transfer to the State Records Center after end of fiscal year generated; transfer to State Archives after 5 years; retain permanently.

31-11-7 REJECTED DEVICES, REPORT OF

Reports of weighing and measuring devices which have been rejected.

Dispose of after 3 years.

31-11-8 TARE INFORMATION, REPORT OF

Reports of TARE information.

Dispose of when superseded or obsolete.

31-11-9 ACCOUNTS PAYABLE/RECEIVABLE SYSTEM

Database is used to track expenditures through the ordering, receiving, and paying process.

Delete after 2 years provided audit has been completed.¹

31-11-10 MASTER DATABASE SYSTEM

Database is compiled and used to track various Owner/Permit and Device/Registration information.

Update periodically, delete 2 years after expiration of permit/registration.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet